

Capital Area **Community Action** Agency

REQUEST FOR PROPOSAL FOR NUTRITION CONSULTANT

INTRODUCTION

Capital Area Community Action Agency, Inc. (CAA) is a private, non-profit 501(c) (3) corporation conducting business in Leon, Gadsden, Jefferson, Calhoun, Franklin, Gulf and Liberty counties. The agency administers federal, state and local government funded programs.

CAA is soliciting proposals for a Nutrition Consultant for Head Start Centers located in Leon, Jefferson and Franklin Counties.

REQUIREMENTS

The Nutrition Consultant must be a Registered Dietitian (RD) of the American Dietetic Association. They must provide a current copy of their registration card from the Commission on Dietetic Registration. The Nutrition Consultant must maintain RD status with the American Dietetic Association and upon annual renewal of their RD credential, forward a copy of the Health Services Coordinator to include in their personnel file.

The Nutrition Consultant works with Head Start children, families and staff and must provide the following information to be kept on file at the Head Start Office: A resume, a copy of all applicable professional licensure and insurance, a copy of a valid drivers' license, a current physical exam and tuberculosis skin test (TB) and a notarized "Affidavit of Good Moral Character" form. They must also provide a local criminal records check from the Sheriff's Department in their county of residence and a state/national Level II Background Check Live Scan clearance letter.

The Nutrition Consultant must possess good communication skills (verbal and written). They must have the ability to establish working relationships with children, families, staff members



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and adults from a wide variety of educational and socio-economic backgrounds. They must also have knowledge of a wide variety of community resources and ability to establish working relationships with staff members of nutrition related agencies and institutions.

SCOPE OF WORK

The following information should be used to determine the scope of this project and provide pricing for this engagement. The Head Start program is licensed to serve 378 children and their families. The Nutrition Consultant must:

1. Identify and assess the nutritional needs for each child, which would include reviewing health records, nutritional history, growth assessments (plotting heights/weights), calculating body mass index (BMI) for age, lab values (hematocrit/hemoglobin, lead) and any other pertinent information.
2. Ensure that nutritional intervention has been provided for children and families with nutritional concerns by a system of documenting and tracking.
3. Develop five (5) week cycle menus and review menus to ensure that both USDA Child and Adult Care Food Program and Head Start Performance Standards are being met by the meals and snacks served. The RD must be licensed and agrees to sign-off on and date the menus.
4. Modify menus as needed as to ensure that the individual nutritional needs of each child, including those with special dietary needs and disabilities are met by meals and snacks.
5. Provide input to program's nutrition needs assessment.
6. Work with other members of the Management Team and the Health Services Advisory Committee to give input in the nutrition area of the Health Services Written Work Plan, as well as in the development of nutrition-related policies and procedures.
7. Serve as collaborative liaison for the program with other community food and nutrition agencies such as WIC, USDA Child Adult Care Food Program, and Cooperative Extension Services, etc.
8. Review on-site kitchen and classroom monitoring reports to ensure that food is prepared in a safe and sanitary manner and that Head Start and USDA requirements are being met.

9. Ensure nutrition-related training is provided for staff.
10. Ensure nutrition education is provided for children and families.
11. Work with the Early Childhood Development Team to ensure that relevant nutrition activities are a part of the classroom curriculum.
12. Counsel families individually or in groups regarding the specific nutritional needs of their children.
13. Provide input, as needed, regarding the ordering of classroom materials and supplies relating to nutrition.
14. Complete In-Kind documentation for any in-kind match for donated services to the Head Start program. Allowable in-kind match could include but not be limited to any professional services, clinical support, mileage, training, materials and supplies.

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to CAA in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

CAA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor, when it is in the Agency's best interest,
- Accept other than the lowest priced offer.

The proposal shall:

- Include the completed Nutrition Consultant Bid Submittal Services worksheet (Attachment "A"). Costs must be identified as per hour for each of the services listed. Head Start is required to match a portion of the Federal funding it receives. Please

indicate in the In-Kind Match column any donation you would be willing to make to the program. Examples of in-kind match donations are: staff training, driving time, advisory committee time, donated program materials, etc.

- Provide at least three current client references for which you have performed similar work. References should include contact name, address and telephone number.
- The proposal shall be submitted on letter size paper. Each page shall be numbered and have the name of the company on it.
- Six copies of the proposal shall be submitted in a sealed package/envelope marked: **“SEALED NUTRITION CONSULTANT RFP - DELIVER TO: THE CHIEF OPERATING OFFICER”** at the address below:

Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, FL 32301
Phone: 850-222-2043; FAX 850-219-2296

ADMINISTRATIVE

Technical Contact

Any questions concerning technical specifications, Statement of Work or proposal format requirements must be directed to:

Barbara Evans, Health Services Coordinator
Capital Area Community Action Agency, Inc.
309 Office Plaza Drive.
Tallahassee, FL 32301
(850) 222-2043, Ext 115

DEADLINE FOR SUBMISSION

All proposals are due by 5:00 p.m. on Friday, July 10, 2015. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award. Agency will communicate with the contact person if clarifications are needed.

ATTACHMENT “A”

**NUTRITION CONSULTANT
BID SUBMITTAL SERVICES**

<u>Services</u>	<u>Cost per Hour</u>	<u>In-Kind Match</u>
Develop Menus	\$ _____	\$ _____
Develop/Modify Menus for Special Diets	\$ _____	\$ _____
Review Menus	\$ _____	\$ _____
Analyze Menus	\$ _____	\$ _____
Identify Nutritional Needs/ Nutritional Assessment	\$ _____	\$ _____
Growth Charts – Plot Height/Weight	\$ _____	\$ _____
Calculate Body Mass Index (BMI) for Age	\$ _____	\$ _____
Nutrition Data Report/Summary	\$ _____	\$ _____
Nutritional Counseling		
Individual	\$ _____	\$ _____
Group	\$ _____	\$ _____

<u>Services</u>	<u>Cost per Hour</u>	<u>In-Kind Match</u>
Parent Training	\$ _____	\$ _____
Staff Training	\$ _____	\$ _____
Technical Assistance	\$ _____	\$ _____
Telephone Consultation	\$ _____	\$ _____
Report Writing	\$ _____	\$ _____

Signature

Date